

EXHIBITOR FAQ'S



1 What Comes With My Booth?

Each 10'x10' booth space includes:

- 8' High black back wall drape
- 3' High black side rail
- Black booth carpet
- (2) Folding chairs
- (1) 6' Black skirted table with white top
- Wastebasket
- Exhibitor ID sign

If you have an island booth, back drape and side drape are not standard furnishings and need to be ordered. Please see Furnishings & Accessories Form within the Show Exhibitor Kit.

2 What Expenses Should I Keep In Mind When Budgeting For The Show?

- Exhibit space rental
- Additional booth furnishings: signage, collateral, give-a-ways, etc.
- Electrical, internet/wi-fi, cleaning and/or AV equipment
- F&B Sampling in the booth – Health Department Permit fees
- Shipping & material handling fees
- Staff expenses: hotel accommodations, travel, etc.

3 How Can I Cut Down On My Overall Costs?

- **ORDER IN ADVANCE. NOTE THE DISCOUNTED DEADLINE DATES IN SHOW EXHIBITOR KIT.**
- Avoid sending multiple shipments. Material handling rates are per shipment, which means each shipment you send will be billed at the 200lb minimum unless it weighs less than 25lbs – which will be billed for each small package received.
- Schedule (necessary) labor on straight time. Refer to Display Labor Order Form.
See the Exhibitor Services Kit at www.TravelShows.com (pick applicable show).

4 What Is The Safest & Most Efficient Way To Get My Materials To The Show?

- **READ** Material Handling and Shipping instructions in the Show Exhibitor Kit.
- Use pre-printed shipping labels provided in the Show Exhibitor Kit.
- Make company name, booth # and show name visible on shipments.

5 **Can I Set Up My Own Booth?**

- Yes. Refer to Show Exhibitor Kit for exact union regulations.
- If you are unable to set up Friday, during Exhibitor Move In hours you must obtain authorization from your sales rep to set up Saturday @7:30am. Be advised the show opens @9:30am. The show floor will be “show ready” clean. Should you litter your booth space or space around you, you will receive a cleaning charge from the decorator.

6 **What Are The Restrictions For My Booth Structure?**

- Standard “in-line” booths may not extend beyond 8’ tall. Booth materials may also not extend beyond the dimensions of the booth space. Sight lines may not be blocked. Show management reserves the right to determine interference with other exhibitors.

NOTE: Island booth may extend 16’ high.

7 **Can I Tear Down My Booth Early?**

- NO. Per your signed sales contract, your booth must remain furnished and staffed until the show close on Sunday.

Please respect attendees & fellow exhibitors.

8 **Am I Allowed To Bring My Booth Material In Myself?**

- Show management provides (1) complimentary cart load service (up to 250 lbs or 8 cartons) via the dock transported in a personally owned vehicle (POV) upon request.
Friday, 1pm-5:30pm Move In **Only**
- Any additional materials (whether it be booth elements or sales collateral) transported in the POV will be weighed & charged a Material Handling Fee. Should you choose not take advantage of this service you must exit the dock area.

9 **Is Material Handling Mandatory?**

- **Aside from the POV service.** Any materials coming in/out from loading dock are required to be weighed and pay the material handling fee. Fee is roundtrip.

Pricing found in Shipping section of the Show Exhibitor Kit.

10 **What Are The Restrictions For Hanging Banners?**

- Hanging banners are only available for island booths & will be 16’ from the floor to the bottom of the sign, unless approved in advance by show management.

Pricing found in Sign Hanging Services section of the Show Exhibitor Kit.

11 **How Many Booth Staff Personnel Am I Allowed With My Booth?**

- Each 10’x10’ booth is allotted 5 exhibitor badges. There is NO need to pre-register booth staff. Badges can be picked up at the Exhibitor Registration counter beginning Friday, 1pm-5:30pm or as outlined in the Show Exhibitor Kit.

12 **Are There Noise/Sound Restrictions Within The Booth?**

- No amplified sound in or around your booth is permitted. Show Management reserves the right to determine at what point sound constitutes interference with other exhibitors.

13 Can I Leave Items In My Booth Overnight?

- Show management provides overnight “perimeter” security in the hall but recommends taking valuables with you at the end of show day.

14 What Are My Ordering Options Through The Decorator (such as electric, booth rental, extra chairs/tables, cleaning, etc.)?

- Order online or print and fax the forms in the Show Exhibitor Kit to Decorator.
- Telephone orders are not accepted to ensure accurate exhibitor information, details, orders and a signature is provided.
- Should you plan to bring décor to your booth such as feathers, sand, hay, etc. and it falls in the neighboring booth area or aisle it is your responsibility to take care of the cleaning or you will receive a cleaning charge from the decorator.

Decorator email, phone # and fax # can all be found in the Show Exhibitor Kit.

15 Can We Ship Materials/Booth From Show To Show?

- Yes. Please email transportation@blainesvs.com or call 714-522-8270. Visit the Exhibitor Services Desk on site for Caravan Service (a dedicated truck shipsexhibitor freight from show to next show).

16 If I Forgot Something For Booth Setup or Need Additional Help Where Do I Go On-Site?

- The Exhibitor Services Desk located on the Show Floor.

17 Where Can I Make Copies If I Run Out Of Sale Material At The Show?

- UPS Business Services is located in the Santa Clara Convention Center.
- Plan to also bring a flyer/sales document file with you in case you need to access a FedEx/Kinkos or similar resource.

18 Are There Sponsorship & Promotional Opportunities To Enhance My Presence At Show?

- **YES!** Please contact us for details.
- **Email:** success@unicomm.org

